

11D PAM 1-201
COMMAND INSPECTION CHECKLIST

FUNCTIONAL AREA: G1/AG	CHAPTER: 1 SECTION: E	DATE OF REVISION: 1 May 03	
PROPONENT/PHONE NO: G1/AG 350-6357/7336	PROGRAM/ACTIVITY/TOPIC (PAT) Evaluation Reports	UNIT INSPECTED/DATE:	
ITEM		GO	NO-GO
<p>A. Discussion: The intent of this program is to ensure that noncommissioned officer evaluation reports (NCOERS) are initiated in a timely manner, accurately completed and processed within the Personnel Service Battalion (PSB) and HQDA standards. All soldiers must receive sound, productive counseling that established goals and standards and then monitors their progress towards achieving both stated and implied tasks and objectives. Rating schemes must be published regularly.</p> <p>B. References:</p> <ol style="list-style-type: none"> 1. Army Regulation 623-205, dtd 15 May 02 2. Army Regulation 600-20, Army Command Policy, dtd 13 May 02 3. USAREUR Command Policy Letter 15, Subject: Relief for Cause, dtd 4 May 03 4. Corps Policy Memorandum 13, Subject: Relief for Cause, dtd 26 Nov 01 <p>C. Specific questions:</p> <ol style="list-style-type: none"> 1. Is the identity of each NCO's rater, senior rater, and reviewer (complete with rank, name, date of rank, duty assignment and effective date) properly produced, published and made known to the NCOs on an official rating scheme within the unit of assignment/attachment (para 2-3 and table 2-1, AR 623-205)? 2. Is the rating scheme kept current as changes occur? (para 2-3) 3. Is counseling occurring within the first 30 days of an NCO assuming his/her duty position (para 3-4c, AR 623-205)? 			

ITEM	GO	NO GO
<p>4. Is counseling occurring quarterly for all NCOs (para 3-4c, AR 623-205)?</p> <p>5. Is DA Form 2166-8-1, NCO Counseling Checklist/Record and DA FM 4856-E, Developmental Counseling Form, being used for all CPL through CSM (para 3-4b, AR 623-205).</p> <p>6. Does the S1 section have a system of monitoring change of rater reports to ensure they are completed on time?</p> <p>7. Does the S1 section have a system of monitoring annual reports to ensure they are completed in a timely manner?</p> <p>8. Does the S1 section have a system of ensuring that Relief-for-Cause or Complete-the-Record reports are completed in a timely manner?</p> <p>9. Does the S1 section ensure that all required information in Part I, Administrative Data, of the DA Form 2166-8, NCO Evaluation Report, is complete and correct prior to forwarding to the Personnel Service Detachment (PSD)?</p> <p>10. Does the S1 section ensure that all required information in Part II, Authentication, of the DA Form 2166-8 is complete and correct prior to forwarding to the PSD?</p> <p>11. Does the S1 section ensure that all required information in Part III, Duty Description, of the DA Form 2166-8 is complete and correct prior to forwarding to the PSD?</p> <p>12. Does the S1 section ensure that all required information in Part IV, Values/NCO Responsibilities, of the DA Form 2166-8 is complete and correct prior to forwarding to the PSD?</p> <p>13. Does the S1 section ensure that all required information in Part V, Overall Performance and Potential, of the DA Form 2166-8 is complete and correct prior to forwarding to the PSD?</p> <p>14. Has the S1 section established a system to ensure that the beginning month of any report is the month following the ending month of the last report?</p> <p>15. Are NCOERs completed and forwarded to the servicing PSD no later than 30 days following the ending month of the reporting period?</p> <p>16. Does the unit achieve the HQDA timeliness standard of 97% for NCOER submissions? Note: This should be checked for the 3 months prior to the inspection.</p> <p>17. Has the unit conducted training IAW the USAREUR Developmental Counseling Plan?</p>		

Rating standard (PAT: Evaluation Reports)

- Commendable – 90% of all items receive a “GO” rating.
- Satisfactory – 75%-89% of all items receive a “GO” rating.
- Needs Improvement – 74% and below of all items receive a “GO” rating; program automatically receives a “Needs Improvement” rating if questions 1, 3, 4 receive a “NO GO” rating

Inspector’s comments mandatory for all “NO GO” items. (Attach additional sheets if necessary.)

NOTES:**VERIFICATION**

X _____
Unit POC's Signature, Name Rank, Date

X _____
Inspector's Signature, Name Rank, Date